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TO AMEMBASSY PARIS PRIORITY

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E.O. 11652: N/A

TAGS:OVIP, (KISSINGER, HENRY A.), PFOR

SUBJECT: PRESIDENT'S VISIT: SUPPORT FOR THE SECRETARY OF
STATE - OVERALL SECRETARIAT REQUIREMENTS

FOR EMBASSY ACTION

INFO A/O ADVANCE

TWO ADVANCE TEAMS FROM THE DEPARTMENT OF STATE WILL BE
INVOLVED IN THE PRESIDENT'S AND SECRETARY'S VISIT. THE
BUREAU OF ADMINISTRATION, OFFICE OF OPERATIONS (A/O),
WHICH PARTICIPATED IN THE PRESIDENTIAL PRE-ADVANCE, WILL
SEND ONE ADVANCE TEAM. THE EXECUTIVE SECRETARIAT (S/S) WILL
ALSO SEND AN ADVANCE TEAM. WHEN THE SECRETARY TRAVELS WITH
THE PRESIDENT, A/O AND S/S COOPERATE IN SUPPORTING THE
SECRETARY. YOU SHOULD COORDINATE WITH THE A/O ADVANCE
TEAM IN MEETING THE S/S REQUIREMENTS SET FORTH IN THIS
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CABLE.

1. THE PRIMARY SECRETARIAT (S/S) FUNCTION IS TO PROVIDE INFORMATION SUPPORT FOR THE SECRETARY AND HIS STAFF. IT ACTS AS THE CLEARING HOUSE FOR THE SECRETARY'S CABLE TRAFFIC (REQUIREMENTS IN THIS REGARD ARE OUTLINED IN SEPTTEL). OTHER S/S RESPONSIBILITIES INCLUDE PREPARATION OF BRIEFING MATERIALS FOR THE SECRETARY AND COORDINATING ACTIVITIES OF THE SECRETARY'S PARTY.

2. THE REQUIREMENTS LISTED BELOW SHOULD BE INCLUDED IN YOUR PLANNING FOR THE PRESIDENT'S VISIT, COORDINATED WITH THE A/O ADVANCE TEAM, AND ADAPTED AS NECESSARY IN LIGHT OF LOCAL CONDITIONS. IN CONSULTATION WITH A/O ADVANCE, ADVISE DEPARTMENT IF ADAPTATIONS PROVE NECESSARY AND OF WHAT ALTERNATIVE PLANS ARE BEING MADE. SLUG CABLES "FOR S/S AND A/O."

3. PERSONNEL: EXECUTIVE SECRETARIAT TEAM OF FSO PETER REAMS AND SECRETARY TREAVA WHITTED WILL ARRIVE WITH THE SECRETARY'S PARTY. AN S/S ADVANCE TEAM WILL PRECEDE THE SECRETARY'S ARRIVAL. NAMES OF THE S/S ADVANCE TEAM AND ARRIVAL TIMES WILL BE CABLED LATER.

4. S/S ADVANCE TEAM: THE S/S ADVANCE TEAM FUNCTION IS TO ENSURE THAT ALL REQUIREMENTS FOR THE SECRETARY'S VISIT ARE BEING MET. STARTING WITH THE S/S ADVANCE TEAM'S ARRIVAL S/S SHOULD BE ASSISTED FULL TIME BY AN S/S LIAISON OFFICER. PLEASE CABLE NAME OF LIAISON OFFICER, WHO SHOULD MEET THE S/S ADVANCE TEAM ON ARRIVAL. A FILE OF ALL MESSAGES THE POST HAS RECEIVED RELATED TO THE TRIP SHOULD BE AVAILABLE TO S/S UPON ARRIVAL.

5. SCHEDULING: THE A/O ADVANCE TEAM WILL PREPARE A SEPARATE SCHEDULE FOR THE SECRETARY. ALL SCHEDULING QUESTIONS RELATED TO THE SECRETARY SHOULD BE COORDINATED WITH A/O ADVANCE AND S/S ADVANCE. THE FOLLOWING INFORMATION IS PARTICULARLY HELPFUL:

-- TIME AND LOCATION OF PROPOSED MEETINGS AND EVENTS;
-- SUGGESTED PARTICIPANTS ON BOTH SIDES FOR EACH EVENT;
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-- ANTICIPATED PRESS ARRANGEMENTS, IF ANY.

6. MISCELLANEOUS ARRANGEMENTS:

A. POST SHOULD MAKE EVERY EFFORT TO OBTAIN COMPREHENSIVE LISTS OF PARTICIPANTS FOR EACH EVENT IN WHICH THE PRESIDENT PARTICIPATES DURING HIS VISIT, INCLUDING:

1. SUBSTANTIVE MEETINGS
2. CEREMONIAL ACTIVITIES (E.G., ARRIVAL/DEPARTURE CEREMONIES, WREATH-LAYINGS)
3. SOCIAL FUNCTIONS

INCLUDE COMPLETE NAMES AND TITLES. LISTS SHOULD BE PROVIDED TO S/S PRIOR TO DEPARTURE AND COMPLETED, AS NECESSARY, BY CABLE TO THE DEPARTMENT (SLUGGED FOR S/S) WITHIN THREE DAYS OF THE PARTY'S DEPARTURE.

B. DRAFT THANK-YOU NOTES FROM THE SECRETARY TO APPROPRIATE OFFICIALS SHOULD BE DELIVERED TO THE S/S ADVANCE TEAM ON ARRIVAL. DRAFTS MUST INCLUDE EXACT AND CORRECT ADDRESSES, SALUTATIONS AND TITLES.

6. ENGLISH-LANGUAGE TICKER SERVICE SUCH AS UPI, AP OR REUTERS NEEDED ON 24-HOUR BASIS. FIFTEEN COPIES OF EACH INDIVIDUAL ITEM SHOULD BE DELIVERED TO S/S BY 0600 EACH MORNING AND AT TWO-HOUR INTERVALS THEREAFTER UNTIL 2400. A ONE OR TWO-SENTENCE SUMMARY OF EACH STORY SHOULD BE TYPED ON A THREE BY FIVE INCH CHIT AND ATTACHED TO THE UPPER RIGHT HAND CORNER OF ONE COPY. SUMMARIES SHOULD STRESS NEW DEVELOPMENTS OR HIGHLIGHT COMMENT OR OPINION. POST SHOULD TRY TO ARRANGE FOR MACHINE TO RUN UNATTENDED BETWEEN 2300 AND 0500. THE BEST OF THE AVAILABLE ARTICLES ON A GIVEN SUBJECT SHOULD BE SELECTED. PERSON ASSIGNED TO SUPERVISE CULLING AND SUMMARIZING OF TICKER ITEMS SHOULD CONFER WITH THE S/S ADVANCE TEAM IN ORDER TO ASSURE COMPLETE AGREEMENT ON PROCEDURES.

7. SECRETARIAL/COURIER ASSISTANCE:

A. THE SERVICES OF TWO(2) TOP-SECRET CLEARED STATE DEPARTMENT SECRETARIES WILL BE REQUIRED ON A CONTINUOUS, LIMITED OFFICIAL USE

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24-HOUR BASIS TO WORK WITH S/S. ADDITIONALLY, A THIRD SECRETARY SHOULD BE AVAILABLE AT ALL TIMES ON CALL. EXCELLENT SHORTHAND AND TYPING SKILLS ARE ESSENTIAL. A SCHEDULE OF SHIFTS FOR DUTY SECRETARIES SHOULD BE PREPARED AND MADE AVAILABLE TO THE S/S ADVANCE TEAM.

8. TWENTY-FOUR HOUR COURIER SERVICE WILL BE REQUIRED TO LINK S/S, C&R AND THE OFFICE OF THE SECRETARY'S SPECIAL ASSISTANTS' OFFICE. SPECIFIC SET-UP SHOULD BE REFERRED TO DEPARTMENT (S/S) FOR APPROVAL. SCHEDULE OF SHIFTS FOR COURIERS SHOULD BE GIVEN TO S/S ADVANCE TEAM UPON ARRIVAL.

9. TDY ASSISTANCE: ALL REQUIREMENTS FOR TDY HELP, COMMUNICATORS, MARINES, COURIERS AND SECRETARIES SHOULD

BE DIRECTED TO YOUR REGIONAL BUREAU AND COORDINATED WITH
THE A/O ADVANCE TEAM UPON ARRIVAL.

10. SEPTELS FOLLOW ON TELEPHONE AND TELEGRAPHIC COMMUNI-
CATIONS AND ARRIVAL OF S/S ADVANCE TEAMS. KISSINGER

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